Position: Principal Planner
Division: Strategic and Environmental Planning
Title: Manager of Environmental Planning
Salary Range: Minimum $80,000 – commensurate with experience

Job Description:
This position involves the ability to design, manage, and perform highly technical planning programs and projects. This position requires the consistent exercise of judgment and discretion, as the individual works independently under the guidance of a division director. A Principal Planner must manage programs, and develop a work plan and a budget, if needed, for any program assigned. A Principal Planner may also be required to manage or mentor staff, as assigned. A Principal Planner must implement Northeast Ohio Areawide Coordinating Agency (NOACA) goals and objectives at the program level. As a Principal Planner, the Manager of Environmental Planning will focus primarily on environmental planning efforts, but may also work on transportation planning, as assigned. The Manager of Environmental Planning will further the mission of NOACA as a metropolitan planning organization (MPO) and areawide water quality management agency.

Duties and Responsibilities:
The duties and requirements listed below are representative of the knowledge, skill, and ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Technical:
- Performs and manages advanced research, planning, evaluation, and report-writing as directed on one or more assigned programs.
- Identifies and proposes new planning efforts/approaches.
- Designs highly technical programs and projects.
- Coordinates programs and projects.

Specific:
- Has an advanced knowledge of air quality and water quality issues, with knowledge of transportation issues.
- Has an advanced understanding of air quality and water quality federal requirements and procedures, as well as knowledge of transportation federal requirements and procedures.
- Has advanced ability to use relevant software programs and mentors others in such use.
- Develops, proposes, and monitors budgets at program level.
- Prepares draft program goals and objectives, as required.
- Manages one or more Overall Work Program (OWP) programs, as assigned.
- Has an advanced, detailed understanding of NOACA’s overall mission and responsibilities, including larger scale plans such as Wastewater Management and Water Quality Plan; Water Quality Strategic Plan; Air Quality Public Education and Outreach Strategy; Regional Strategic Plan, Long Range Transportation Plan, or other applicable plans.
- Works cooperatively with the United States Environmental Protection Agency, the Ohio Environmental Protection Agency, the United States Department of Transportation, the Ohio Department of Transportation, local agencies, and local governments regarding environmental planning and transportation planning issues, as appropriate.

Management:
- Manages one or more lower-level Planners, as assigned, in coordination with one division director.
- Develops, maintains, and oversees compilation of a complete, accurate, and coordinated sub-division level work plan that complies with MPO requirements for integration with the OWP.
- Develops, maintains, and oversees development of a comprehensive budget supportive of the identified sub-division level work plan.
- Makes sound decisions in a timely manner and resolves difficult problems with effective solutions, exercising discretion and independent judgment with respect to matters of agency significance.

General:
- Represents NOACA at meetings inside and outside of NOACA offices on work-related and policy issues, as directed.
- Manages the collection/analysis/input of data, database design, and maintenance.
- Designs and maintains databases, and mentors others on same.
- Prepares and reviews reports/documents/records.
- Prepares and reviews program goals and objectives.
- Prepares and reviews draft study designs.
- Presents project-related information to NOACA Board, Committees and outside organizations as required by the position.
- Engages in minimal travel within the state and the continental U.S., as directed.
- Works independently, under one division director.
- Works on special projects as required.
- Performs other duties deemed appropriate.
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<th><em>Credentials and Experience:</em></th>
<th>Knowledge, Skills and Abilities:</th>
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<td>Bachelors Degree in appropriate field plus ten years of relevant planning experience. Masters Degree may be substituted for one year of experience.</td>
<td>• Advanced understanding and application of Microsoft Office software and other planning software</td>
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<td>Must be legally able to work in the United States</td>
<td>• Advanced understanding and application of ESRI GIS software</td>
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<th><em>Minimum Requirements</em></th>
<th>Special Requirements:</th>
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